

Q: We just completed new CPAN subscriber agreements, why are we required to do this again?

A: The General Assembly passed legislation last session to restrict remote access to court records. Section 2.2-3808.2 of the Code of Virginia directed the Department of Technology Planning (now part of the Virginia Information Technologies Agency, VITA) to develop security standards for remote access to court records. The Virginia Information Technologies Agency (VITA) has now adopted standards. Due to the January 1, 2004 deadline, we had tried to anticipate the new standards based upon the statute and the draft proposal issued by VITA this fall. Based upon the information we had at the time, we asked you to execute a new contract. However, the new standards have been published and require significant changes in the way subscribers will access court records. Part of these procedures require new subscriber agreements.

Q: What are the changes that will affect subscriptions?

A: While CPAN has had many subscribers dating back to 1988, these accounts were corporate accounts with a single userid and a shared password. Under the new standards, business accounts will be replaced with individual user identifications and unique passwords.

Q: What must be done to meet the new VITA requirements?

A: Each firm must complete the Business Subscriber Agreement. This agreement needs to be signed by an officer of the company authorized to enter into contracts. Next, Individual Subscriber Agreements and Individual User Applications must be completed for each person the firm wishes to have access to CPAN information. All forms must be signed, notarized, and forwarded to the Fairfax County Circuit Court.

Q: All of our paperwork has been completed and forwarded to the Clerk's office, what happens next?

A: The court will be going through a transition period as all corporate accounts are migrated to individual accounts. If a firm already has a corporate account, it can still be used until all individual accounts have been created. Once notification of the newly created individual accounts has been transmitted to the firm, the old corporate account will be deleted. For new accounts, a temporary corporate account will be created for immediate use while the individual accounts are created.

Q: How will CPAN billing work?

A: VITA standards provide for charging by authorized user, not computer connections. Once the corporate and individual accounts have been established, CPAN bills will be based on the number of individual accounts issued to the firm's corporate account. The current rate of \$25.00 per individual account will be billed to the firm. Three individual accounts would result in a bill of \$75.00. Charges for service will be made in advance rather than in arrears and fees will no longer be pro rated.

Q: What happens if one of our employees leaves the firm?

A: This will necessitate your office notifying us when an employee authorized to use CPAN is terminated or resigns. Failure to do so will result in your firm being billed for that account. Additionally, because that user has a valid userid, it is possible the individual could use it with another firm.

Q: How many persons can use a userid?

A: Only one. Each userid will be permitted a single login session.

Q: Will a static IP address be required for each user account?

A: At this time, a static IP address will still be required. However, we are working with the County to eliminate the static IP address requirement with an expected implementation during Spring 2004. The elimination of the static IP address requirement will provide more flexibility in connecting to CPAN.